



Effective Teams Team Lead Facilitation Workshop Training Design

Thursday, August 26, 2004

Learning Objective(s):

- Explore facilitation techniques for building group agreement, staying on track, and accomplishing desired outcomes
- Practice facilitation techniques in a low risk environment

Time	Topic	Delivery Approach	Who	Materials
5 minutes	Welcome/ Introduction/ Objectives	<ul style="list-style-type: none">• Welcome and Introduction- 5• Present learning objectives- 5	<ul style="list-style-type: none">• Chuck• Chuck	
5 minutes	The role of the facilitator	<ul style="list-style-type: none">• Review Meeting Roles- 2• Review Tools 4 Reaching Agreement- 3	<ul style="list-style-type: none">• Ryan	Poster- Tools 4 Agreement Posters- Meeting Roles
10 minutes	Facilitation Techniques	<ul style="list-style-type: none">• Preventions: Discuss importance of the meeting set up section of the agenda• Interventions: Present strategies	<ul style="list-style-type: none">• Chuck• Ryan	Poster- Preventions Poster- Interventions
20 minutes	Facilitation Activity	<ul style="list-style-type: none">• Set up Facilitator Role Play- 5• Conduct activity- 15	<ul style="list-style-type: none">• Chuck• All	Role Play Cards Mock Agenda
20 minutes	Lessons Learned	<ul style="list-style-type: none">• Debrief activity- 18• Review timeline and reaffirm their role as coaches to SFAU- 2	<ul style="list-style-type: none">• Ryan• Chuck• Chuck	Timeline & Milestones

Facilitation Activity:

1. Set up:
 - “We will practice using the Tools For Reaching Agreement model and preventions/ interventions.”
 - Ask group to take +’s/Delta’s during the process
 - Assign meeting roles (facilitator, recorder, timekeeper)
2. Conduct:
 - Brainstorm Top 3 Ice Cream Favors for group
 - Change Roles after 7 minutes
3. Debrief:
 - Share +’s/Deltas
 - Discuss